



# MEMORANDUM

CITY OF MANASSAS

Department of Community Development

Development Services Division

Phone: 703-257-8278 Fax: 703-257-5117

---

**TO:** City of Manassas Industry Partners

**FROM:** Jamie S. Collins, Development Services  
Manager

**RE:** Expedited Commercial Plan Review Program

**EFFECTIVE DATE:** November 17, 2014

**The City of Manassas is pleased to announce the implementation of the Expedited Commercial Plan Review Program.**

The goal of this program is to expedite the review and approval of plans and issuance of permits for smaller commercial projects in existing buildings and shell buildings that have received final inspection. Parameters and process for the program can be found in the attached Department of Community Development Standard Operating Procedure 200.8 Expedited Commercial Plan Review Program.

For questions regarding the program, please contact Gerald Keys, MCP at (703) 257-8302, or [gkeys@manassasva.gov](mailto:gkeys@manassasva.gov) or [planstatusbuilding@ci.manassas.va.us](mailto:planstatusbuilding@ci.manassas.va.us).



# Standard Operating Procedure

## CITY OF MANASSAS

Department of Community Development

---

**TITLE OF POLICY:** Expedited Commercial Plan Review Program

**DATE ISSUED:** Effective November 17, 2014

**POLICY NUMBER:** 200.8

### **Commercial Expedited Plan Review Program Policies and Procedures:**

This establishes the policy and procedure for the Expedited Commercial Plan Review Program. The goal of this program is to expedite the review and approval of plans and issuance of permits for smaller commercial projects in existing buildings and shell buildings that have received final inspection.

### **Program Scope**

- Building Use Groups A-3, B, F, M, U, S (not A-1, A-2, A-4, A-5, E, R, I, H).
- Alteration/Repairs and Tenant Layouts with a project scope area 5000 square feet or less and occupancy of 100 persons or less.
- Minor Site lighting as indicated on an approved site plan.
- Monument and pylon signs as indicated on an approved site plan.

### **Program Criteria**

- Structural work shall be limited to minor structural alterations. Minor alterations are defined as: structural support for Rooftop Units  $\leq 10$  tons of cooling capacity, ceiling hung transformers, water heaters, etc.; openings through load bearing or masonry walls  $\leq 8$  feet in width.
- Architectural/Building Plans and Structural Plans with calculations shall be prepared by a registered design professional.
- Mechanical, Electrical, Plumbing, and Gas Plans may be designed by a registered design professional, Class A trade contractor, or Master Tradesman as specified by Section 54.1-402 of the Code of Virginia.

### **Open Expedited Commercial Plan Submission Process/Requirements**

City staff will conduct a *Quality Control Review* to verify submission completeness. Project submittals and personnel present at the time of review, acting as non-design professionals, may seek advice for specific questions of code compliance from plans examiners.

Submission requirements – The plan submission includes: 3 copies of submittal plans sets including an *Expedited Plan Review Cover Sheet*, Building/Zoning Permit Application; the Tenant Layout, Alteration and Repair Commercial Plans Checklist; the Plan Review Fee, the Accessibility Certification Statement Form; and the Asbestos Release Form. Submissions accepted starting on Monday morning through Thursday till 12:00 noon will be considered for the Expedited process the following Tuesday for either a scheduled meeting, or for approval.

*Expedited Plan Review Cover Sheet* is a code analysis data sheet that includes the following information:

- Occupancy or Use Group with occupant load calculations.
- Scope of work including area size and narrative of proposed work.
- Indication of the referenced Virginia Codes.
- Structural building modification calculations.
- Demonstration of all load calculations relative to mechanical, plumbing, and electrical increases.
- Indication of all fire protection systems *present and proposed*.
- Identification of the current number of exits and impacts upon existing travel distances.
- Identification of energy conservation relevant installations for building envelope, lighting, and mechanical.
- Identification of *approved* site permit number for applicable proposed site lighting or proposed signs.
- Any pertinent code related data that supports installations and construction methods.

Expedited commercial plan review meeting schedule – An expedited plan review meeting will be scheduled on a first-come first served basis with two meetings available on Tuesday at 9:00 AM and 1:00 PM with the following exceptions: Thanksgiving week; Christmas week; July 4<sup>th</sup>; and Veterans Day.

### **Scheduled Meetings**

All designers shall be present at the plan review meeting.\* During a meeting the plans examiner will assist in the questions pertaining to a successful plan review. Due to the nature of regulations regarding design and reasonable review for the purposes of permit issuance, expedited plans will only be approved, or not approved.

Changes made by the design professional will be made on *all* copies of the plans. The changes must be clouded, signed, and dated. At the conclusion, if the plans are approved, a Building Permit may be issued after the receipt of the Building Permit Fees. The trade permits associated with the project may be issued upon processing of applications. If technical issues cannot be resolved during the expedited plan review meeting, the applicant can withdraw the plans, submit the plans through the normal review process, or submit another expedited plan review for the following week.

For questions regarding the program, please contact Gerald Keys, MCP at (703) 257-8302, or [gkeys@manassasva.gov](mailto:gkeys@manassasva.gov) or [planstatusbuilding@ci.manassas.va.us](mailto:planstatusbuilding@ci.manassas.va.us) .

\*Licensed design professionals shall bring their seal to the meeting in order to properly credential any changes made during the meeting.